



CHIEF ELECTRICAL INSPECTOR

Job Code: 3111

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

NATURE OF WORK

Highly responsible, administrative, supervisory, and technical work enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing electrical installations. Work includes office and field duties, supervising the enforcement program assuring that legally established requirements for plans, workmanship, and materials are met with regard to electrical work throughout the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews plans, drawings, specifications, and diagrams to determine conformance with established standards
- Assigns and investigates reported and unreported hazards, possible safety problems and violations of code
- Conducts technical field inspections of buildings and premises during various phases of construction and use, related to the installation and operation of electrical systems and equipment
- Requests correction of any deficiencies
- Issues permits and certifications dependent upon compliances with standards, and assists applicants in completing necessary forms
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- Determines acceptability of qualifications of contractors and verifies contractors' licenses and insurance
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Keeps abreast of changes in electrical system installation practices, procedures, equipment, materials, and applicable changes in the South Florida Building Code
- Trains subordinate inspectors
- Prepares and maintains reports, records, and correspondence concerning enforcement and inspection activities, relating to electrical systems, installations, equipment, and workmanship
- Enters approved electrical permits into computers data base.
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of electrical system installations, materials, workmanship, and equipment
- Thorough knowledge of electrical system installation, materials, equipment, and workmanship
- Thorough knowledge of good construction practices
- Considerable knowledge of effective practices concerning electrical systems, installations practices, and other phases of building construction, relating to electrical work
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations
- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public

- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to communicate effectively, both verbally and in writing
- Ability to testify effectively in court and before related boards
- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately
- Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale

MINIMUM REQUIREMENTS

- Minimum qualifications shall reflect requirements of the South Florida Building Code, currently:
 - Certificate of competency as a master and having at least ten (10) years' experience as a master electrician
 - **OR** degree in Electrical Engineering and five (5) years' experience as a master electrician, working in the Dade County area
 - Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl and climb over construction sites and within buildings.
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed and evaluated through verbal and written reports

SUPERVISION EXERCISED

- Directs the work of Electrical Inspectors.